

# Arizona Early Childhood Development & Health Board

## ***FIRST THINGS FIRST***

### **Meeting Minutes**

#### **Call to Order**

The regular meeting of the First Things First – Arizona Early Childhood Development & Health Board was held on Wednesday, September 26, 2007 at the Hilton Garden Inn, 4000 North Central, Phoenix, Arizona, Phoenix South Room. Chair Mathis Basha called the meeting to order at 9:14 a.m.

Chair Mathis Basha congratulated Karen Ortiz on her new position with the Helios Education Foundation. She also congratulated Eva Lester, with the Governor's Office of Children, Youth and Families, who will be replacing Ms. Ortiz at the Division of School Readiness.

#### **Members Present:**

Rhian Evans Allvin, Nadine Mathis Basha, Cecil Patterson Jr., Pamela Powell, Vivian Juan-Saunders and Gene Thompson

#### **Ex-Officio Members Present:**

Amy Corriveau and Tracy Wareing

#### **Absent:**

Paul Luna, Gary Pasquinelli and Susan Gerard

#### **Consent Agenda**

Upon the motion of Member Patterson and Second by Member Evans Allvin, the Board adopted the Consent Agenda. Those items are marked with an \* and underlined in these minutes.

#### **\*Minutes of August 29, 2007, Meeting**

The minutes of the August 29, 2007, Board meeting were approved.

#### **Call to the Public**

There were no requests for Call to the Public presentations. Chair Mathis Basha announced that persons would be allowed to comment after the Council Selection Process and then again after the Boundaries Presentation.

#### **Regional Partnership Council Selection Process**

Linda Cannon, consultant to the Board, presented recommendations for the Regional Council Membership Application Process to the Board for their consideration. Ms. Cannon stated that the purpose of the document is to define an application and appointment process for AZECDH Regional Partnership Council membership. The model combines consistent state infrastructure and oversight with strong local community involvement. Ms. Cannon reviewed with the Board each section of the application process, and entertained Board member comments and suggested modifications.

The Board asked for a Call to the Public to hear comments or concerns regarding the Regional Partnership Council Membership Application Process. There were none.

#### **Amendments to the Regional Council Selection Process**

- **Page 4** – Invitation/Referral: Add Parent Teacher Associations, School Administrators Association and American Indian Organizations.
- **Page 6** – Revise the descriptions of Council membership, as follows:

- Parent of a child five or younger at the time of their appointment to the Council - including guardians who are the primary care takers of a child five or younger.
  - Early childhood educator – Individuals providing early childhood professional development instruction, including but not limited to community college and university level instructors or administrators and other professional development organizations.
  - Member of the business community – an owner, officer, CEO or member of the executive management staff of a for-profit or not-for-profit business.
  - Member of the faith community – an individual with a voluntary or paid role within the faith community, a Traditionalist in a Tribal community, or other faith based representation consistent with the community norms and titles.
- **Page 7** – Item 15: Change “eight” to “six”
    - **New Item:** Prior to submitting final recommendations to the Board of Directors, the Executive Director shall provide to the Board members a Regional summary report, to include: background information about all applications, the results of the screening and interviewing process, the recommended options for appointment including a first and second option in each membership category, if possible.
    - **New Item:** The Board Chair may designate individual Board members to review recommendations for specific Regions of the State and provide guidance to the Executive Director regarding final recommendations.
    - **Item 16:** Change “eight” to “six.”
  - **Page 8:** Conflict of Interest: Revise the introductory paragraph as follows:
    - Regional Partnership Council members shall adhere to the AzECDH Board Policy with regard to conflict of interest. Council members shall, during Council meetings, verbally disclose their conflict and recuse themselves from participation in decision making in areas where they have a conflict of interest.
  - **Page 9:** Requirements, item 4: Revise as follows:
    - Applicants must be able to commit to six to eight hours of work per month, year round including two to three hours of preparation and meeting time per Council meeting. Additional time may be needed for Committee meetings as determined by the Council.
  - **Page 10:** Minimum Time Commitment – Item 2 – revise as follows:
    - Up to six to eight hours of work per month, year round, including two to three hours of preparation and meeting time per Board meeting. Additional time may be needed for Committee meetings as determined by the Council.
  - **Page 11:** Revise the descriptions of Council membership, as follows:
    - Parent of a child five or younger at the time of their appointment to the Council - including guardians who are the primary care takers of a child five or younger.
    - Early childhood educator – Individuals providing early childhood professional development instruction, including but not limited to community college and university level instructors or administrators and other professional development organizations.
    - Member of the business community – an owner, officer, CEO or member of the executive management staff of a for-profit or not-for-profit business.
    - Member of the faith community – an individual with a voluntary or paid role within the faith community, a Traditionalist in a Tribal community, or other representation consistent with the community norms and titles.
  - **Page 15:** Letter of Commitment – Item h: Change as follows:
    - Understand that the time commitment for Council members is approximately six to eight hours per month for Council meetings and that there may be special meetings of committees or community activities in

addition to this time commitment. Additionally, I understand that I must attend Regional Partnership Council member orientation training.

A Motion was made by Member Patterson to adopt the Regional Council Selection and Application Process as modified. The Motion was Seconded by Member Thompson and passed unanimously.

### **Regional Boundaries Project**

Linda Cannon presented to the Board the recommendations for the Regional Partnership Council Boundaries. Ms. Cannon stated that guidelines for determining Regional Boundaries were established through stakeholder input that was gathered through Community Forums and Arizona Early Education Funds Partnership meetings. As boundaries were being reviewed, interviews with individuals in selected communities were held to clarify current status of partnerships and collaborations and to review preliminary information. Additionally, demographic data and service access input was assessed. The Regional Partnership boundary recommendations reflect the results of discussions with people from every County in the State and several Tribal governments.

The recommendations reflect County boundaries with the following exceptions:

- Maricopa County which has been divided into Regions in order to provide focus and enhanced opportunities to engage families and communities in the development of a locally driven plan for early childhood development and health.
- Tribal Lands - Each Federally Recognized Tribe has been included in its entirety in the County that includes all or a significant segment of their Tribal lands with the exception of the Navajo Nation. The Navajo Nation is included in each of the three Arizona Counties with Navajo Nation Tribal lands within their respective boundaries.
- Tribal Option – Arizona Tribes have the option of 1) becoming their own Region or 2) participating in the Region in which their reservation is designated. The initial decision must be made, according to the proposition authorizing First Things First, by March 2008. Tribes may change that decision in any even numbered year thereafter.

#### **Recommended Regional Boundary Regions:**

##### **Northeastern Arizona – Three (3) Regions**

- ◆ Apache County inclusive of that portion of the Navajo Nation that is within Apache County
- ◆ Coconino County inclusive of that portion of the Navajo Nation that is within Coconino County, the Hopi Indian Tribe, the San Juan Southern Paiute Tribe, the Kaibab Paiute Tribe, the Havasupai Tribe and the Town of Winslow (which is in Navajo County).
- ◆ Navajo County inclusive of that portion of the Navajo Nation that is within Navajo County and the White Mountain Apache Tribe

##### **Central Arizona – Twelve (12) Regions**

- ◆ Gila County, the San Carlos Apache Tribe, and the Tonto Apache Tribe
- ◆ Graham County and Greenlee County
- ◆ Maricopa County – Eight Regions based on geographic groupings of cities and towns and definition of three Regions within the City of Phoenix, the Salt River Pima-Maricopa Indian Community and the Fort McDowell Indian Community.
- ◆ Pinal County, the Ak-Chin Indian Community and the Gila River Indian Community, and the Town of Apache Junction
- ◆ Yavapai County, the Yavapai Prescott Tribe and the Yavapai Apache Tribe

##### **Western Arizona – Two (2) Regions**

- ◆ La Paz County and Mohave County, the Colorado River Indian Tribes, the Fort Mohave Tribe, and the Hualapai Tribe.
- ◆ Yuma County, the Quechan Tribe and the Cocopah Tribe.

##### **Southern Arizona – Three (3) Regions**

*Minutes of September 26, 2007*  
*First Things First – ECDH Board Meeting*

- ◆ Cochise County
- ◆ Pima County, the Tohono O'odham Nation and the Pascua Yaqui Tribe
- ◆ Santa Cruz County

The Board thanked Ms. Cannon for all of her hard work in preparing these reports and then asked for a Call to the Public to hear comments or concerns regarding the Regional Partnership Boundaries recommendations.

*Call to the Public*

*Julianne Hartzell* with Alliance for Children's Early Success (ACES), thanked the Board and staff for all of their effort and offered her support.

*Dr. Pam Santasteeban* for Debra Yellowjohn with Madison School Sister Partnership with Urban Indian Early Childhood Center, stated that 16,000 American Indians live outside the reservation, they are categorized as Urban Indians. The Madison School District has partnered with the American Indian Voter Network Early Education Center at ASU. They are offering their support, staff and resources to help meet all of our needs.

*Dr. Mike Niles*, Office of American Indian Projects at ASU, stated that he would offer his resources and expertise including collaborating best practices with tribes. He would also like to offer his support to Katie Stevens with introductions and resource opportunities.

*Rabia Tredeau* - Yavapai Communities for Young Children stated that it seems more reasonable to align Yavapai County with Northern Arizona.

After discussions, concern was expressed that having Pima County as only one region makes it the largest region by far. It was suggested that Pima County be re-examined to possibly have more than one region, similar to Maricopa County is divided. Concern was also raised regarding Apache County should the Navajo Tribe elect to become their own region.

A Motion was made by Member Patterson to move tentative adoption to be re-addressed prior to December, of the Regional Partnership Council Boundary recommendations with the intent to have staff explore further the recommendation for Pima County, Apache and Navajo Counties in the event the Navajo Tribe opts out and to have staff review and discuss these recommendations with the various tribes to gain feedback. The Motion was Seconded by Member Thompson and passed unanimously.

*The Board adjourned for lunch at 12:00 p.m. and resumed at approximately 1:30 p.m.*

**Presentations**

*Early Brain Development—Dr. Jill Stamm*

Dr. Jill Stamm is the co-founder of New Directions Institute for Infant Brain Development and is an associate clinical professor at ASU in the Department of Psychology in Education. Dr. Stamm is the author of "Bright from the Start – The Simple, Science-Backed Way to Nurture your Child's Developing Mind from Birth to Age 3."

Dr. Stamm stated that she would like to provide additional substantiation for the importance of the work this Board and this whole initiative will be able to do for the State of Arizona and the kids of Arizona. Dr. Stamm Gave an overview of the importance of social and emotional inter-relationship to define brain development. During her presentation she showed an MRI of a normal vs. deprived brain of a three year old child, the comparison showed a distinctive difference in sensory deprivation.

Dr. Stamm provided an informative DVD called the Upstream Solution narrated by Hugh Downs. Wiring the brain and resulting cognitive processes show at birth a child's brain is 25% wired up. By one year it's at 75% and by 3 years 90% of the child's brain has been formed.

*Emergent Leaders Program - Dr. Alicia Smith, Sr. Policy Specialist with AZECDH, and Alan Taylor.*

Dr. Smith presented that the Early Education Emergent Leaders program is a strategy in Governor Napolitano's 5-year School Readiness Action Plan to help improve education retention and build leadership, management and advocacy skills. The goals are to enhance management and leadership skill, increase opportunities for engaging in leadership, professional development opportunities and provide a forum for collaboration and networking, and initially build leadership that reflects the cultural diversity of the children in Arizona early care and education programs. The cornerstone of the program is to provide on-on-one professional mentoring, exposure to national and state leaders, networking with other Emergent Leaders and ECE professionals, the development and implementation of a professional development plan, and development and completion of a leadership project.

*Child Care Health Consultants - Dr. Judy Walruff, Sr. Policy Specialist with AZECDH, and Kathi Ford, R.N. with Pima County Health Department.*

Ms. Ford asked the question "what is a child care health consultant?" and defined it as "a health professional that has an interest in and experience with children, has knowledge of resources and regulations, and is comfortable in linking health resources with facilities." Dr. Walruff stated that the primary role of the child care health consultant is to promote healthy and safe environments for children in child care and for their caregivers, to encourage child care programs to implement the Caring For Our Children (CFOC) standards, to enhance the ability of the child care program to provide high quality care, and to act as a liaison between agencies, offices, professional and families who use child care services and child care programs.

**Member Comments and Workgroup Updates**

Member Mathis Basha asked to state for the record a clarification of staff member associations with their designated workgroups:

As determined earlier this year, each ECDH Board member has accepted responsibility for a specific workgroup in which to develop a greater understanding and definition of the individual funding areas and other identified topics of importance in First Things First. Several of these workgroups are established with community membership; others remain a workgroup of the Board or will not seek expanded membership until deemed appropriate at a later date.

Each workgroup is assigned an ECDH staff member to assist each Board member, and prior to this date; the staff member was considered a member of the workgroup. This memo provides notice that ECDH staff members assigned to workgroups will no longer function as actual members of the workgroup, but will instead be considered as ECDH staff. Their role in providing assistance and guidance for workgroup research and activities does not change; the only difference is their official designation as ECDH staff to the workgroup, rather than as a workgroup member. This change promotes a more effective working relationship between ECDH Board members and staff without violation of the open meeting law.

***Member Evans Allvin updated the Board regarding Professional Development Workgroup***

The Professional Development Workgroup has met twice to determine their strengths and weaknesses. The workgroup is working on a draft of recommendations to implement strategies.

***Member Thompson updated the Board regarding Evaluation Workgroup***

Member Thompson reported that the application process will close October 3, 2007, and the process for reviewing resumes will begin immediately following. Member Thompson stated he met with Dean Ron Marx from the U of A College of Education to discuss their ability to work with the Board.

***Member Powell updated the Board regarding Family Support Workgroup***

Member Powell mentioned she will be meeting with K. Vilay (AZECDH staff) by the end of October for a workgroup meeting, and should have recommendations by the December 12 board meeting.

***Member Saunders updated the Board regarding Tribal (Education and Funding) Workgroup***

Member Saunders reported that there are 15 to 20 stakeholders within each Tribe, and that Katie Stevens (AZECDH staff) will follow up with meetings and work on strategic planning. Member Saunders stated that there are a total of 21 Tribes

within the state, and that she has met with half of them, but will need to revisit as some of the leadership has changed. She also stated that having a link to the web site would be helpful for the Tribes.

***Member Patterson updated the Board regarding Accessibility***

Member Patterson thanked Linda Cannon (Board consultant) for all the work she has done. He went on to say her work has assisted the Accessibility Workgroup to being one step closer to achieving its goals. Contacts are still being made across the state to determine accessibility needs.

***Chair Mathis Basha updated the Board regarding the Quality Improvement Work Group***

Chair Mathis Basha reported to the Board that the Quality Improvement Workgroup is looking at what has been accomplished in the past, with the first community meeting being held the end of October 2007. The workgroup will report back to the board in December with the goal of submitting a strategic plan by the end of January 2008.

**Needs and Assets Assessments**

Linda Cannon presented to the Board an update on the Needs and Assets Assessment. Currently, the Needs and Assets Assessment report is on schedule. Ms. Cannon stated that a timeline and the executive summary being prepared and we should see a draft of the executive summary by October 19, 2007. Member Evan Allvin suggested that the Needs and Assets Assessment report be tied into the branding campaign and a distribution plan created.

**Executive Director Report**

Executive Director Elliott Hibbs updated the Board with a brief progress report. He began with an update on key staff positions which have been filled, including: Allison Landy, Sr. Policy Specialist, Children with Special Needs; Katie Stevens, Sr. Policy Specialist, Tribal Affairs; and K. Vilay, Sr. Policy Specialist, Family Support. Additional personnel hired will start by mid-October, including Michelle Katona, Assistant Director, Regional Administration; Diane Umstead, Southern Region Manager (working out of Tucson); Sheila Hoppe, Grants and Contracts Manager; Todd Mason, Contracts Specialist; Mike Fair, Applications Specialist; Norma Carrillo, Business Analyst; and Pat Vaughn, Business Analyst.

Mr. Hibbs explained that interviewing will begin this week for the Monitoring Manager position, and stated that they hope to have the position filled soon. A functional organization chart, requested at the last meeting, was submitted to the Board by Mr. Hibbs. The chart shows the various functions of each of the staff divisions. Mr. Hibbs stated that the renovation on the 8<sup>th</sup> floor is proceeding well, and should be complete by November 1, 2007. He went on to report that the web site had been updated with frequently asked questions and a new resource section, and suggested that the Board might want to take a look. Mr. Hibbs explained that the web site will continue to expand over time.

Mr. Hibbs then presented the August expenditures for First Things First – Arizona Early Childhood Development and Health Board. He reported that August expenditures were \$263,000 compared to the budget of \$328,000. He explained that most of the savings comes from not hiring staff as quickly as expected (to when we originally put the budget together.) Revenues are doing well for the month of August (totaling \$14 million in tax receipts) which brought the total for our fiscal year to \$26.2 million. Interest earnings were close to \$200,000.

Mr. Hibbs reminded the Board that Proposition 203 requires an annual audit, due November 1<sup>st</sup> of each year. He reported that in the search for an outside auditor, it was discovered that most of the auditors are tied up with governmental audits. He explained that the only response to the solicitation was a firm who could have it done by the end of December. Mr. Hibbs further explained that he contacted the Auditor General who is happy to take care of the audit – and for less money.

Mr. Hibbs stated that the staff is working on a training and orientation program for Regional Partnership Council members and Regional Coordinators. He explained the importance of giving staff every opportunity to have the tools to do their jobs. He stated that it will be important to their success, the Board's success and, in the end, success for the children.

Mr. Hibbs reported that branding presentation by RIESTER was taken off the September agenda. He stated that RIESTER did not feel they necessarily had the quality (of work) they would have liked to present to the Board. He explained that

*Minutes of September 26, 2007*  
*First Things First – ECDH Board Meeting*

RIESTER is currently working on an updated presentation to provide the Board with a comprehensive proposal which will include additional logos and taglines. Mr. Hibbs stated that the sense of urgency is understood and has been communicated to RIESTER, and also pointed out that the work needs to be done right (before it's presented.) He reported that the next meeting with RIESTER will take place within the next week to determine future steps.

Mr. Hibbs urged the Board to take a system perspective in developing its early childhood development and health improvements. To assist in understanding this perspective, a special meeting of the board to focus on systems building and how components interconnect within the system will be held in the near future.

Mr. Hibbs concluded his report on the topic of strategic planning. He stated that the tentative schedule for strategic planning is set for a two-day, January 2008 board meeting. It was suggested that an expert facilitator be invited both days. Mr. Hibbs also stated that the final Needs and Asset Assessment report will be ready for adoption in November.

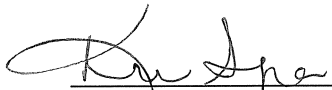
**Next Meeting**

The next meeting of First Things First - Arizona Early Childhood Development & Health Board will be held Tuesday October 23, 2007 in Tucson, Arizona; time and location to be announced at a later date.

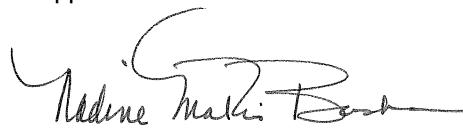
**Adjournment**

There being no further business, Chair Mathis Basha adjourned the meeting at 3:47 p.m.

SUBMITTED BY:

  
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Kim M. Syra, Board Secretary

Approved:

  
\_\_\_\_\_  
Nadine Mathis Basha, Chair